Add/Modify/Delete Trainee Information

1. Applicant's Name (Last-First-Middle Initial)	Enter first 5 letters of last name	03	2. Social Security Number	04

3. Date of Birth (Year & Month)	05	4. Home Address (Number, street, city, State, ZIP code)
(Example - born January 14, 1943 shown as 43/01)		

5. Home Telephone

Area code	Number

6. Position level *(Mark (X) one only)*

- [ ] **a.** Non-Supervisory
- [ ] **b.** Supervisory
- [ ] **c.** Manager
- [ ] **d.** Executive

8. Office telephone

Area code	Number	Extension

7. Organization mailing address (Branch-Division/Office/Bureau/Agency)

9. Continuous Civilian service

Years	Months

10. Number of prior non-government training days

11a. Position title/function

11b. Applicant handi-capped or disabled *(See instructions)*

12. Pay plan/series/grade/step

13. Type of appointment

14. Education

SAVE Record	UPDATE Record	DELETE Record

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